Community Development Department-Planning Board Major Site Plan Flow Chart*

*Refer To Site Plan Regulations for More Information

Preliminary Review Application

Submit a completed Preliminary Review application for discussion, per Section 603.

Technical Review Committee

Following an application submittal, you will be scheduled for a Technical Review Committee meeting (TRC) with Town Committees and Staff. Following the meeting you will receive written follow-up.

Design Review Committee

IF the application is in the Gateway Commercial District, Neighborhood Business District, or Professional Business and Technology District **AND** consists of a proposal for new construction, amendments to a previously approved Site Plan for nonresidential properties (except where a change of use with no exterior modifications)

THEN it must be must be reviewed by the Design Review Subcommittee in accordance with the *Design Regulations* prior to the Public Hearing per Section 708.2.2.

Public Hearing

The proposal will be noticed in the paper and abutter notifications will be mailed out, per NH RSA 91-A. The Major Site Plan Preliminary Review conceptual discussion review must take place by the Planning Board. The Planning Board must vote to end the preliminary review process, per Section 603.1.3.1.2.

If the Planning Board votes to end the preliminary review process, per *Section* 603.1.3.1.2, the applicant may edit the proposal (if necessary) and submit a Final Site Plan Review Application and request for a final Public Hearing within 12-months of the Preliminary Optional

Review, per *Section 603.1.3.1.2*.

If deemed necessary by staff and/or the Planning Board, the applicant may return to TRC and/or the **Design Review** Subcommittee a 2nd time before the scheduling of a Public Hearing.

Final Approval

If the application is approved then supply 1 mylar and 3 large paper copies, sized 22" X 34" to Town Staff. If the application is approved with conditions then you have 120 days, per Section 602.2.3 to satisfy the conditions before submitting the final plans sets. If the application is denied, you may alter your request and submit a new application or appeal the decision, per NH RSA 677:15.

The Final Hearing will be noticed in the paper and abutter notifications will be mailed out, per NH RSA 91-A. The Planning Board will either: approve the proposal, approve the proposal with conditions, or deny the proposal, per Section 602.2.1.2.

Final Public Hearing